

Participant Rights and Responsibilities

1. Participant will be treated with dignity and respect.
 2. Participant can be assured that their information will be kept confidential.
 3. Participant is expected to keep confidential those things discussed of a personal nature, by fellow participants, while taking the course.
 4. Participant will be informed of the consequences of non-compliance with the program rules and procedures.
 5. Participant is encouraged to treat the provider with dignity and respect.
 6. Participant is encouraged to provide accurate information.
 7. Participant is required to arrive a minimum of ten minutes before class start time.
 8. Participant will be required to pay for class in full before attending.
 9. Participant will have not used any intoxicants within the last 48 hours, or during the program. If participant exhibits signs of intoxication, he/she will be asked to leave and have to retake the class.
 10. Participant is required to pay any fees for unexcused absence or failure to attend specified class.
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- Clients have the right to voice grievances to staff of the facility, to the licensee, and to outside representatives of their choice with freedom from restraint, interference, coercion, discrimination or reprisal.
 - Clients have the right to be treated with consideration, respect and full recognition of their dignity and individuality.
 - Clients have the right to be protected by the licensee from neglect; from physical, verbal and emotional abuse (including corporal punishment); and from all forms of misappropriation and/or exploitation.
 - Clients have the right to be assisted by the facility in the exercise of their civil rights.
 - Clients have the right to be free of any requirement by the facility that they perform services which are ordinarily performed by facility.
 - Clients have the right to privacy while receiving services.
 - Clients have the right to have their personal information kept confidential in accordance with state and federal confidentiality laws.
 - Clients have the right to ask the facility to correct information in their records. If the facility refuses, the client may include a written statement in the records of the reasons they disagree.
 - Clients have the right to be informed about their care in a language they understand.
 - Clients have the right to vote, make contracts, buy or sell real estate or personal property, or sign documents, unless the law or a court removes these rights.
 - Clients have the right to participate in the development of the client's individual program or treatment plans and to receive sufficient information about proposed and alternative interventions and program goals to enable them to participate effectively.
 - Clients have the right to participate fully, or to refuse to participate, in community activities including cultural, educational, religious, community services, vocational and recreational activities.
 - Clients have the right to be accorded privacy and freedom for the use of bathrooms when needed.
 - Clients shall be permitted to retain and use personal clothing and appropriate possessions including books, pictures, games, toys, radios, arts and crafts materials, religious articles, toiletries, jewelry and letters.

Emergency Contact Name, Address, Phone Number

Participants Signature/Legal Guardian

Date

Participant Contact Number

Class Date

Referral Method

Bradley County Probation DUI Class
Subject: Missed Class Policy
Director of Misdemeanor Probation: Rich Kienlen
Instructors: Courtney Redd; Wally Faulkner

Missed Class

Attendance to each session of the 12 hour DUI course is required. The course will be taught in two sessions. The first session will be 4 hours and the second will be 8 hours. A participant must take the course in the two successive classes that are offered. A participant may not take session I in one month and session II in another month. Neither can a participant take part in session I before they have completed session II. If, after having taken session I, the participant misses section II, that participant will be required to retake the class in its entirety and may be subject to the full cost of the class again. Only the class instructors and/or the Director of Misdemeanor Probation, Rich Kienlen, may make adjustments to this policy. Only cases of an extreme nature would be considered acceptable reasons for absence. The instructors/probation director will determine what is acceptable, but examples would be, death of an immediate family member, major illness, automobile accident. A physicians note, obituary, police report (in the case of accident) would be required as proof of circumstances. Tardy return from a break would also be characterized as a missed class and could be subject to the same penalties. This would be completely and totally left to the discretion of the instructor.

Program Fees

DUI Class:	<u>\$175.00</u>
Registration Fee (Non Probationers):	<u>\$ 25.00</u>
Attendance Violation, 1st Offense:	<u>\$100.00</u>
Attendance Violation, 2nd Offense or above:	<u>\$175.00</u>
Material Fee (For Lost or Destroyed Books):	<u>\$ 25.00</u>

Participant Signature/Legal Guardian

Date

Class Date

Bradley County Misdemeanor Probation

Service: DUI School

Director of Misdemeanor Probation: Rich Kienlen

Instructors: Courtney Redd; Wally Faulkner

Contact: 423-728-7121

Subject: Policies, Procedures, and Participant Responsibilities

1. Participant is required to pay for the class in full before the first session.
2. Participant is required to arrive a minimum of 10 minutes prior to start of session one.
3. If participant is late, he/she will be required to reenroll in the class and may be required to pay up to the full amount again.
4. Participant will be required to be appropriately dressed with shirt, blouse, slacks/jeans, and shoes. No halters or shorts will be allowed.
5. Participant should not have used any intoxicants within the last 48 hours, or during the program. If participant exhibits signs of intoxication, he/she will be asked to leave and will be required to retake the class and pay any fees associated with the new class.
6. Participant is required to pay any fees for unexcused absence or failure to attend specified class.
7. The participant is required to participate in class activities and discussion.
8. Participant is expected to act in a courteous manner towards all instructors and fellow participants. Any failure to do so could lead to expulsion from the class.
9. Participant will be required to achieve a passing grade on any tests that are given during the course of the class.
10. Certificates of completion will be available within one week of successful completion of the class.
11. Participant will be required to sign agreement to participate and rights and responsibilities agreement.
12. Participant will be required to sign a release of information form before the class begins.
13. Class will be held in the Bradley County Misdemeanor Probation office classroom (2252 Blythe Ave. Cleveland, Tn. 37311).
14. Breaks will be given at instructor discretion, but participant is responsible for bringing their own food to eat during breaks.

Class Date